

# JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102  
415-865-4272 Telecommunications Device for the Deaf Web site: [www.courtinfo.ca.gov/careers](http://www.courtinfo.ca.gov/careers)

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** COURT SERVICES ANALYST  
(Enhanced Collections Unit)

**LOCATION:** BURBANK, CA

**JOB REQUISITION:** 002880

### OVERVIEW

Under direction, the Court Services Analyst within the Southern Regional Office Enhanced Collections Unit, performs the full range of analytical duties and direct court support associated with statewide court operations, administration, and management. This is the journey-level class in the Court Services Analyst series. Incumbents are responsible for performing analytical and consultative work in a variety of court projects or services, such as trial court funding, court coordination, court interpreters, family court services, and court facilities and security.

The Southern Regional Office was established to provide a high level of direct assistance to the state trial courts located in the Southern California region. The office provides a wide variety of support to the trial courts including human resources, budget development, information systems, court consultative services, and legal advice.

### RESPONSIBILITIES

- Plans and conducts studies relative to assigned projects; prepares analytical reports with recommendations based upon the findings.
- Provides staff support to Judicial Council committees relating to projects such as trial court funding, court coordination, court profiles, judicial assignments, court reporting, court interpreters, court security, model classifications, and delay reduction.
- Reviews and analyzes legislation for impact on the judiciary; writes issue memos and reports.
- Provides direct support and technical assistance to trial courts and assist with collection programs through consultation with the trial courts.
- Prepares grant proposals and administers grants funding.
- Compiles and calculates costs of projects or programs; prepares preliminary budgets.
- Writes and prepares a variety of written materials, including memoranda, correspondence, agendas, and brochures.

You may be required to travel statewide and work occasional evening and weekend hours as necessary.

### QUALIFICATIONS

Minimum Qualifications:

Equivalent to possession of a bachelor's degree, preferably with major course work in court, public, or business administration, and three years of professional analytical or managerial experience in court, governmental, or other organizational operations that has involved program analysis, development, and implementation.

Additional directly related experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree or certification from the Institute for Court Management (ICM) may be substituted for one of the three years of required experience.

OR

Two years as a Staff Analyst with the judicial branch in court operations, administration, or management.

Knowledge of:

- Principles and practices of court management and operation.
- Principles and techniques of project management.
- Basic principles of budgeting, and financial management and analysis for programs.
- Problem-solving and conflict resolution methods and techniques.
- Principles and methods of data collection and statistical analysis.
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.
- Basic grant development and writing.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Plan, analyze, organize, and administer programs and projects.
- Gather data, analyze findings, reason logically, and prepare analytical reports and recommendations.
- Interpret and apply principles and practices of grant preparation and administration.
- Interpret, explain, and apply applicable laws, codes, and regulations.
- Organize own work, set priorities, and meet critical deadlines.
- Operate personal computers and use specified computer applications, such as word processing and spreadsheets.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

## HOW TO APPLY

This position requires submission of an official application. Stand-alone resumes will not be considered. To ensure consideration of your application for the earliest round of interviews, please apply immediately; however, this position will remain open until filled. To complete an online application, please visit our Web site at **[www.courtinfo.ca.gov/careers](http://www.courtinfo.ca.gov/careers)** . Click on "View postings and apply for jobs", and search for job requisition 2880.

OR

To obtain a printed application, please visit:  
Administrative Office of the Courts  
455 Golden Gate Avenue, 7th Floor  
San Francisco, California 94102-3688  
415-865-4272 Telecommunications Device for the Deaf

Or download and print a copy of the application under the "Special Access and Application Help" section on the Careers page of our website.

**PAY & BENEFITS**

SALARY RANGE: \$5,356 to \$6,510 per month

(Starting salary may range from \$5,356 to \$5,892 per month)

Some highlights of our benefits package include:

- Medical/Dental/Vision Care benefits program
- 13 paid holidays per calendar year
- 1 personal holiday per year
- Choice of Annual Leave or Sick/Vacation Leave
- \$110 transit pass subsidy per month
- CalPERS Retirement Plan
- 457 and/or 401K deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long-Term Care Program
- Group legal services plan

**The Administrative Office of the Courts Is an Equal Opportunity Employer.**